

**PUNJAB NATIONAL BANK**  
TRANSACTION BANKING DIVISION  
H.O. : 4<sup>TH</sup> FLOOR, 5 - SANSAD MARG  
NEW DELHI

**RATE APPROVAL FOR SUPPLY, INSTALLATION AND  
MAINTENANCE OF SHRINK WRAPPING MACHINES AT  
VARIOUS CURRENCY CHESTS LOCATED ALL OVER INDIA**

**1. INTRODUCTION :-**

Punjab National Bank is largest Public Sector Bank with more than 4600 branches and 192 currency chests geographically spread all over the country. The Bank is interested in purchasing the above machines for installation in Currency Chests. Punjab National Bank invites technically competent and commercially competitive proposals from reputed vendors for supply, installation ,testing, commissioning and maintenance of the Shrink wrapping machines. This invitation is open to the vendors having presence in India provided they fulfill the minimum qualification criteria as mentioned in the RFP (Tender Document). The Bank shall be purchasing these machines as per need based requirement

**2. ELIGIBILITY :-**

The vendor should be a Private limited/Limited Company/ P.S.U./Partnership/Sole Proprietorship Firm registered in India or having office in India with sound financials. The vendor should take part in the Tender Process as a separate entity and not in collaboration with any other vendor. Joint bidding by the vendors along with sister/associate concerns/any other vendor is not permitted. The details of eligibility criteria and terms and conditions etc. are mentioned in the enclosed Tender Document. The duly filled in Tender Document be submitted within the stipulated time mentioned in the Tender Document.

**3. SCOPE OF WORK :-**

Supply, installation, testing, commissioning and maintenance of the above machines to be installed in various currency chests of the bank. Indicative list given as per Annexure XIII.

- a)** Vendor should be capable of supplying, installing and delivering the entire requirement within 4 weeks from date of order.

- b)** Requirements of installation to be provided with technical specifications such as power distribution points from mains power supply, voltage requirement, earthing requirement, any civil works requirements etc. for each model to the concerned offices within 1 week of date of order. Vendor shall guide/assist the offices in finalising such requirements as considered necessary for installation of machine. Product specification documents to be attached with technical bid.
- c)** Warranty for the machine to be provided as mentioned in the terms & conditions (Annexure-I).
- d)** Annual maintenance contract (AMC) to be provided as mentioned in terms & conditions (Annexure-I)
- e) Related consumables to be supplied as per requirement of the bank.
- f) Provide training at location for the users.
- g) Arrange for stress test of the machine( for each model) before rate approval.

ELIGIBILITY CRITERIA FOR RATE APPROVAL OF TECHNICALLY  
ELIGIBLE VENDORS FOR SUPPLY OF THE AFORESAID CURRENCY  
HANDLING MACHINE

1. The vendor should be a Private limited/Limited Company/P.S.U./Partnership/Sole Proprietorship Firm registered in India or having office in India with sound financials. The vendor should take part in the Tender Process as a separate entity and not in collaboration with any other vendor. Joint bidding by the vendors along with sister/associate concerns/any other vendor is not permitted.
2. The Machines offered must have been installed in at least two Public sector Banks. The vendor should have installed at least 05 machines in the last one year and working satisfactorily at present. (Documentary proof to be attached as per Annexure XII).
3. The bidder should have achieved minimum turnover of Rs.1 crore and should have earned operational profit during the last 3 years.
4. Vendor should be Original Equipment Manufacturer (OEM) of the machines if manufactured in India or OEM/Authorised Distributor, if manufactured outside India and should not be a consultant firm or third party solution provider. Documentary proof be submitted alongwith the tender documents.
5. Vendor should have all India presence and should have Sales Tax/VAT No. with their own support infrastructure (proof be submitted). Vendor should have service centres at all metro centres & major locations for providing after sale service (list of offices & service centres to be submitted alongwith their address, phone no., E-mail ID and Fax no. along with mobile no. of key persons.)
6. Vendor should be in a position to guarantee repair/replacement of defective machines within 24 hours in metro/urban areas and 48 hours in rural /semi-urban areas. 1% penalty per week of the cost of the machine subject to maximum of 10% (total) of the cost of the above machines shall be charged from the vendor in case the machine is not repaired/replaced within the aforesaid period of 24 hours in metro / urban areas and 48 hours in rural/semi-urban/ areas. Response period shall be 4 hours and service shall be provided from 9 a.m. to 9 p.m. In case of repeated defaults, the vendor may be blacklisted and liable for further action apart from forfeiting security deposit.
7. The vendor will further undertake to arrange for spare parts for a minimum period of 5 years (post-warranty) **during AMC period**.

8. Before rate approval, the machines of each model of each vendor shall be placed on stress test/performance test at the cost of vendor in one identified currency chest branch in Delhi for six working days alongwith vendor support and report shall be obtained from the branch regarding satisfactory performance of the machines.
9. The vendors must apply for each machine/model separately.
10. The cost of the tender document for each machine and for each model will be Rs.5000/- (Non Refundable). The vendor shall have to submit separate tender document for applying for each model.
11. Bidders have to submit the bid earnest money of Rs.1 lac (refundable) for **each model of the machine separately** alongwith each tender document in the form of demand draft/pay order favouring Punjab National Bank, Transaction Banking Division, payable at New Delhi. The bid earnest money has to be submitted **alongwith the technical bid**. Earnest money of unsuccessful bidders will be refunded within 30days of completion of tender process. No interest. will be payable on Earnest Money Deposit. Earnest money of approved vendors shall be treated as security deposit and retained by the bank without interest till warranty period.
12. The Bank reserves the right to accept/reject any/all offers without assigning any reason, whatsoever.

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**TERMS & CONDITIONS**

- 1) **DELIVERY** : The entire requirement to be delivered within 4 weeks from date of order. Road permit to be arranged by the vendor and necessary assistance shall be provided by the bank. The charges related to installation/transportation/road permit to be borne by the vendor .Information required from bank for road permit should be specified by the vendor.
- 2) **ACCEPTANCE OF ORDER**: Bank has a right to cancel the order if the same is not accepted within a period of 7 days from the date of the order and the penalty shall be levied as per para10 of Annexure -I.
- 3) **TAXES** : The prices quoted will be exclusive of all taxes, statutory levies which will be paid on actual basis on submission of proper receipt.
- 4) **ACCEPTANCE TEST** : The machine is subject to an acceptance test. Vendor has to arrange one Engineer at the site at the date and time mentioned by the Bank to assist in the acceptance test. **Vendor to provide acceptance test plan.**
- 5) **VALIDITY PERIOD OF OFFER** : The rates approved will be valid for a period of one year (if not revised earlier), from the date of rate approval which may be extended upto 3 years subject to review every year. The Bank however reserves the right to call for fresh quotes **from other vendors** at any time during the above period if considered necessary.
- 6) **FEATURES & UPGRADATION** :Vendor will mention the additional features such as stamping, generation of reports, programme provided for changes in the parameters, provisions for addition/up gradation of software programme/sensor system in terms of future requirements as per the RBI guidelines/amendments from time to time.The vendor shall provide the latest model available at the time of placement of order, if there is up gradation in the model offered, at no extra cost to bank. Vendors shall have to pass on the benefit of discount/reduction in prices, duties and taxes to the bank during the validity of the contract. In case of failure, bank reserves the right to terminate the contract with immediate effect.
- 7) **RE-LOCATION OF MACHINE**:The bank reserves the right to shift the machine to any location or locations depending upon its need. The vendor shall arrange to shift the machine, install and commission the same as desired by the bank .
- 8) **TRAINING** : Training-cum-familiarization programme shall be conducted by the vendor at each location for the users at our Currency Chest Branch premises for 1 (one) working day free of cost.

9) **PAYMENT:**

- 75% on successful commissioning of the machine to the entire satisfaction of the bank or after 30 (thirty) days of delivery, whichever is earlier, in case the installation is delayed due to Bank.
- **25%** after 30 (thirty) days from the date of installation and also subject to the satisfactory performance of the machine & acceptance test as per para 4 of terms & conditions in Annexure I as well as training to the branch officials as per Point No.8 given above and subject to production of performance bank guarantee acceptable to our bank for 25% amount for the warranty period for 2 years.

10) **PENALTY** : Vendor should be in a position to guarantee repair/replacement of defective machines within 24 hours in metro / urban areas and 48 hours in rural /semi-urban areas. 1% penalty per week of the cost of the machine subject to maximum of 10% (total) of the cost of the machine shall be charged from the vendor in case the machine is not repaired/replaced within the aforesaid period of 24 hours in metro / urban areas and 48 hours in rural/semi-urban areas.

Penalty at the rates specified above shall also levied for the reasons stated as under :

- a. Late delivery of machine.
- b. Late acceptance of order.
- c. Late acceptance of Rate Contract.
- d. Late installation of machine.
- e. Delay in providing support.
- f. Delay in replacement during warranty period.
- g. Delay in supply of spare parts.
- h. Delay in supply of consumables.
- i. For any reason not specified above.

11) **LIQUIDATED DAMAGES:** If the Vendor fails to deliver and carry out installation of the machine and the services within the time period stipulated, the vendor shall be liable to pay the liquidated damages mentioned in penalty clause and the Bank shall be entitled to deduct the said amounts from the purchase consideration to be paid by the Bank to the vendor **or such other amount that is due to be payable by the Bank to the Vendor.**

The payment of liquidated damages as above shall not absolve the vendors from their liability to pay any additional amount to the Bank being the actual damages sustained by the Bank due to the delay or default by the vendor in providing the machine and services and

malfunctioning in the machines. The payment of liquidated damages shall not affect the right of the Bank to terminate the contract.

**12) INSURANCE :** Vendor will get the insurance cover for 60 days for all risks, up to delivery, installation and commissioning of the machine. The cost of the same will be borne by the vendor.

**13) WARRANTY:** Vendor has to give comprehensive on-site warranty for 24 (twenty four) months from the date of installation and commissioning of the machines. Vendor has to conduct up-gradation of software/programming of the above machines and to incorporate latest changes as advised by RBI/Bank from time to time at his own cost. Vendor to provide preventive maintenance on quarterly basis. Complaints to be attended by the vendor with 4 hours response time and services to be provided from 9 a.m. to 9 p.m.

**14) ANNUAL MAINTENANCE CONTRACTS:**

Vendor has to give comprehensive on-site warranty for 24 (twenty four) months from the date of installation and commissioning of the machines. Vendor has to enter into an agreement with the Bank that after expiry of the above warranty period, AMC will be provided for at least 5 years. Rates for AMC should be exclusive of all taxes, cartage and statutory levies. AMC charges shall be paid on half yearly advance basis. During warranty period/AMC, if vendor is not in a position to repair machine on location, then vendor shall have to provide standby machine. Complaints to be attended by the vendor with 4 hours response time and services to be provided from 9 a.m. to 9 p.m.

- The vendor will further undertake to arrange for spare parts for a minimum period of 5 years (post warranty) during AMC period.

**15) SIGNING OF CONTRACT:** The successful bidder shall be required to enter into contract with PNB, within 15 days of the award of the tender or within such extended period as may be specified by the Bank on the basis of the tender document, and such other terms and conditions as may be determined by the Bank to be necessary for the due performance of the work in accordance with the bid.

**16) GOVERNING LAW AND DISPUTES :** All disputes or differences whatsoever arising between the parties out of or in relation to the construction, meaning and operation or effect of these tender documents or breach thereof shall be settled amicably. If however, the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Indian Laws, and the award made in pursuance thereof shall be binding on the parties. The arbitrator/arbitrators

shall give a reasoned award. Any appeal will be subject to the exclusive jurisdiction of courts at Delhi.

The vendor shall continue work under the contract during the arbitration proceedings unless otherwise directed in writing by the Bank or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator or the umpire, as the case may be, is obtained. The venue of the arbitration shall be Delhi.

17) **USE OF CONTRACT DOCUMENTS AND INFORMATION**:- The supplier shall not without the purchasers prior written consent, make use of any document or information provided by the bank except for purposes of performing contract.

18) **CONSUMABLES**: Vendor has to specify the consumable spares that are not covered as a part of warranty. They should also mention the frequencies of replacement.

Vendor should maintain adequate stock of consumables & supply the same within period specified by the bank. However, bank shall not be bound to procure consumables only from vendor.

19) **TERMINATION CLAUSE**: Bank can terminate the contract by giving one month notice (after a corrective period of one month) in case of defective performance/services.

20) **COST OF BIDDING**: The bidder shall bear all the costs associated with the preparation and submission of its bid and Punjab National Bank, hereinafter referred to as the purchaser, will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

21) **BID CURRENCY**: Prices shall be expressed in Indian rupees only. The bidder should quote the rates in figure as well as in words.

22) **BIDDING PROCESS (TWO STAGE)**: For the purpose of the present job, a two-stage bidding process will be followed. The response to the present tender will be submitted in two parts.

#### **FIRST STAGE : TECHNICAL BID**

Technical Bid shall contain the General Terms and Conditions including Compliance to Technical specifications. The bidder will have to submit the Technical Bid in envelopes properly sealed with red lac, duly superscribing.

**" TENDER FOR SHRINK WRAPPING MACHINES " and marked  
TECHNICAL BID FOR MODEL....."**

TECHNICAL BID will also contain the Bidders information in the format as given in bid document.

TECHNICAL BID will NOT contain any pricing or commercial information at all. If any such information is found in the Technical Bid, the Technical Bid will be rejected. Bids will be first scrutinized for the eligibility criteria. Technical bids of only those bidders who fulfill the eligibility criteria will be evaluated.

In the first stage, only TECHNICAL BID will be opened and evaluated. Those bidders satisfying the technical requirements as determined by the Bank and accepting the terms and conditions shall be short listed and will be advised to place their machines on 'stress test' for six working days before the designated officials of the Bank at place specified by the Bank and cost of entire such process shall be borne by the vendor. If any vendor fails to place their machine on 'stress test', it will be summarily rejected. Report shall be obtained from the branches/currency chests regarding performance of the machines before rate approval of vendors.

**The vendor must apply for each machine/model separately.**

**BID EARNEST MONEY** : Bidder has to submit the bid earnest money (refundable) of Rs.100,000/- (Rs. One Lac only) **for each model of the machine separately** in the form of Demand Draft / Pay Order favouring Punjab National Bank, Transaction Banking, Division, payable at New Delhi. The bid earnest money have to be submitted **alongwith the technical bid**.

After Technical evaluations and successful stress tests of the Machines to the entire satisfaction of the Bank, a list of vendors will be drawn **SEPARATELY FOR EACH MODEL i.e. DESK TOP/FLOOR MODEL** and intimated.

No interest shall be paid on the amount of Earnest Money Deposit (EMD).

## **STAGE II - COMMERCIAL BIDS**

The Commercial Bid of Machine as per Technical Specifications of the Bank shall be submitted, as per Annexure VI, **in separate envelope sealed with red lac**. The Commercial Bid of the short-listed vendors for the specific Machines approved by the Bank shall only be opened and other Commercial Bids for which their Machines have not been approved, shall not be opened and the sealed cover envelope shall be the property of the Bank and will not be returned to the vendors. The Bidder shall have to submit the Technical Bid and Commercial Bid portions of the Bids **separately** as explained above in sealed envelopes, duly superscribing :

**"TENDER FOR SHRINK WRAPPING MACHINES MODEL....."** with separate envelopes marked "TECHNICAL BID OR COMMERCIAL BID AS THE CASE MAY BE".

The Commercial Bid of only the short-listed vendors after technical evaluation including successful stress tests of the Machines will be opened on the date and time as specified by the Bank. The short listed vendors' representatives may be present at the time of opening the Commercial Bid as per intimation given by the Bank.

The Bank reserves the right to accept or reject any or all the tender without assigning any reasons whatsoever. Further, the Bank is not bound to accept the lowest bid.

### **23) SUBMISSION OF BIDS**

The bidder shall seal each envelope properly with red lac. The technical and commercial bids should be addressed to:-

**Asst. General Manager,  
Punjab National Bank  
Transaction Banking Division  
HO: 4<sup>th</sup> Floor, 5-Sansad Marg  
New Delhi**

The bidder **must put the Tender Document in the Tender Box specifically provided** at the above mentioned Office of Asstt. Gen. Manager.

For any queries the correspondence to be addressed to the above mentioned address of Asstt. Gen. Manager. The names, telephone numbers and e mail addresses of the contact persons are as under:

Shri Pran Nath – [prannath@pnb.co.in](mailto:prannath@pnb.co.in)  
Smt. T. Chakraborty – [tapati@pnb.co.in](mailto:tapati@pnb.co.in)  
Telephnone No. – 23765288  
FAX – 23708236

### **24) DEADLINE FOR SUBMISSION OF BIDS**

Bid must be received by the Bank at the address specified in Bid document **not later than the specified date and time as specified in Bid document**. In the event of the specified date for submission of bids being declared a holiday for the Bank, the bids will be received up to appointed time on next working day.

**25) LATE BIDS**

Any bid received by the Bank after the deadline for submission of bids prescribed by the Bank will be summarily rejected without entertaining any further correspondence.

**26) CONTENTS OF DOCUMENTS TO BE SUBMITTED**

**The bidder shall submit the following documents in Technical Bid (Sealed Cover)**

- i) Acceptance of the terms and conditions and compliance of technical specifications as per Annexure I & II and on the format as per Annexure IV.
- ii) Acceptance of guidelines for Reverse Auction as per Annexure III.
- iii) Letter of Undertaking authorizing his Banker by the vendor to give confidential information (Annexure V).
- iv) Application form as per format (Annexure-VII) with the undertaking that the information furnished about the company is true and to the best of his knowledge and nothing has been concealed.
- v) Bid Documents to be submitted along with Undertaking as per Annexure-VIII.
- vi) Undertaking of Authenticity of Machine as per Annexure IX.
- vii) Supporting documents in respect of minimum qualification criteria **as given in Page No.3 & 4 (ELEGIBILITY CRITERIA FOR RATE APPROVAL OF VENDOR)**
- viii) Any other document indicating the feature of the product such as user manual, technical specifications sheets etc.
- ix) ISO certification document, if any, **including BIS/ISI..**
- x) Last three years Audited Balance Sheet and Trading & Profit & Loss A/c statement **(2006-07, 2007-08 and 2008-09),duly attested..**
- xi) Bid Earnest Money in the form of Demand Draft in a separate envelope superscribed **“EARNEST MONEY DEPOSIT FOR SHRINK WRAPPING MACHINE.”**

- xii) Performance Report from at least two Public Sector Banks in India.
- xiii) Service support details to be submitted as per Annexure XI. The centres should be mapped as per list of currency chests given in Ann.XIII.
- xiv) Performance report to be submitted on Annexure XII along with supporting documents.

## **27) BID OPENING & EVALUATION**

The Bank will open the technical bids, as per schedule given at Annexure X in the presence of Bidders' representative who choose to attend, in the Committee Room, Punjab National Bank, HO : 2nd floor, Parliament Street, New Delhi or any other place specified by the Bank **on the specified date as mentioned in Annexure X.**

In the event of the specified date of bid opening being declared a holiday for Bank, the bids shall be opened at the appointed time and place on next working day.

**The Bank reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.**

## **28) PROCEDURE FOR FINALIZING VENDORS**

Bank will opt for reverse auction in the event of 2 or more bidders being technically eligible for each model. L-1 vendor (s) of short listed bidders will be selected based on the lowest cost of each model.

## ANNEXURE-II

**MINIMUM TECHNICAL SPECIFICATIONS FOR SUPPLY OF SHRINK WRAPPING MACHINE**  
**(TO BE SUBMITTED IN A SEPARATE ENVELOPE SEALED WITH RED LAC SUPERSCRIBED "TECHNICAL BID FOR SHRINK WRAPPING MACHINE ")**

|    |                              |   |
|----|------------------------------|---|
| 1) | Model                        | Electronic Tunnel Type machine –<br>i) Desktop with heat sealer<br>ii) Floor Model with heat sealer.<br>Suitable for shrink wrapping of currency bundles (10 Packets of 100 pieces each) of Indian currency of various denominations  |
| 2) | Size (L/B/W/H in inches.cms) | Compact   |
| 3) | Security Features            | <ul style="list-style-type: none"><li>- Extra thermal Insulation so that interior hot air does not heat up work environment</li><li>- Dual operational control ( provided with electronic board with embedded software control to cut off supply and electrical thermostat control)</li><li>- Digital/LCD display of temperature in Shrink Tunnel</li><li>- Manual Conveyer Rotation at the time of power failure</li><li>- Automatic switch off when in idle condition</li></ul> |
| 4) | Capacity (Minimum)           | Minimum 200 bundles per day. Capable of continuous operation for 6 hours per day.   |
| 5) | Other Features               | <ul style="list-style-type: none"><li>- Electronic self diagnostic system with user friendly messages to the operator</li><li>- Heat sealer should have capacity for sealing pre-cut poly olefin (POF) or equivalent material for Shrink Wrapping of packets of different sizes.</li><li>- Machine shall be compatible with single phase input/output.</li><li>- Voltage 220v+- 5%</li></ul>  |

The undernoted information to also be submitted:

| S.No. |   |
|-------|---|
| 1.    | Power requirement, Phase including earthing in Volts                  |
| 2.    | Space Requirements  |
| 3.    | Heat Desipation   |
| 4.    | Time taken for starting operations after switch on                    |
| 5.    | Continuous working capacity (hours)                                   |
| 6.    | Weight of machine   |
| 7.    | List of parts which require periodic replacement due to wear and tear |
| 8.    | Suggestions for periodic replacement                                  |
| 9.    | Whether any BIS/ISI certification available, give details.            |
| 10.   | Dimension (L/H/B), weight and space requirement                       |
| 11.   | Duty Cycle  |
| 12.   | Shrink output/Shrink Type   |

**Declaration :-**

We hereby undertake and agree to abide by all the terms and conditions stipulated by the Bank and there is no deviation whatsoever.

**Signature & Seal of Bidder / Authorised Representative**

**Date:**

## ANNEXURE III

### GUIDELINES FOR REVERSE AUCTION:

#### **Initiation on the Bid Process**

Opening bid price and bid decrements will be intimated at the start of the bidding process by the means of on-line messages. In case of not receiving the details, the supplier has to inform PNB system administrator one hour before the scheduled event time through email and request for the details.

#### **Opening Price**

Opening price is the upper/ceiling price of the contract value fixed by PNB for the lot / item. Suppliers can bid only lower than the opening price in case of Reverse Auctions

#### **Weight age / Loading Factor**

This factor shall be incorporated by the System Automatically during the event. This factor is the effect of financial implication arising out of the deviation taken by the Bidder in his Bid.

#### **Auction Types**

Bank may either go for Price Base Auction when the price quoted by each bidder is shown to all the participants or Rank Base Auction when only rank of the particular bidder is visible instead of price.

#### **Alias Name**

Each bidder will be given a unique alias name, generated by the system and informed by system generated email. Bidders can see the bids of other suppliers but the real name will not be visible on the screen. Complete, schedule of the auction will be intimated through a system generated emails to the participating suppliers. Flash messages between the event and at the end of the events. The normal duration of Reverse auction will be 1 hour (60 minutes) with provision of auto extension as per auction rules to be decided by Negotiation Committee before start of auction. The Bid Extension rules shall be governed after the expiry of the Auction Time earlier set & decided before start of Event. In the event a bidder is placing his bid in last 5 minutes of the scheduled end time of the event, the event will get automatically extended for next 5 minutes infinitely. The auction time will get automatically extended so as to allow other the bidder an opportunity to supplier to participate and give better offer to win the bid. In the event of any typographic error while posting the bid, the auction would still get extended so as to allow the bidder an opportunity to correct the mistake. Screen will refresh automatically in every seven (7) second. It is recommended to manually refresh screen by pressing F- 5 from keyboard, if no changes are seen on screen for unusual period.

## **Bid Decrement**

Bid Decrement is the minimum fixed amount by which, or by multiples of which, the next bid value can be decreased. Bid decrement is usually calculated 0.25% of the opening price. However PNB reserves the right to decide appropriate bid decrement factor. Bidders should enter the next bid price considering the Bid Decrement, with reference to self bid for Rank Auction and L1 bid with reference to Price Auction. However in no case would the system accept modification to a higher value.

## **Auto Bid**

Auto Bid is enabled from the start time of bidding. Once the vendor activates this feature in the system, the system places bid on behalf of the vendor as per the next bid decrement until the time the auto bid amount gets out-bid by another participating vendor. In case more than one vendor is using the auto bid facility, then the vendor who first initiated the auto bid functionality would be considered the active bidder. • In the event of auto bid feature when prices are equal, under such possibilities the bidder, who has first initiated / invoked the option of auto bid, shall be considered the active bidder and given preference.

## **Surrogate Bidding**

Surrogate bidding is not allowed.

## **Price Break Up**

Bidders are required to submit the price break up of the final bid price just after the event on to the formats/ price breakup sheet.

## **Mistake Proofing**

If a bid placed X times below or higher of the bid decrement / increment as decided by PNB, a warning message will be flashed on screen to confirm the placed bid, Bid once placed will not be deleted in any circumstances and the supplier will be bound to deliver the item on the quoted bid.

**The following term and conditions are deemed as accepted by vendor on participation in the bid event**

Bidders/ participants are deemed to have accepted the auction rules on participation at the bid event. Participation in a bid event is by invitation from PNB. Any other supplier does not automatically qualify for participation. PNB will make every effort to make the bid process transparent. However, the award decision by PNB would be final and binding on supplier.

1. You agree to non-disclosure of trade information regarding the purchase, identity of PNB, bid process, bid technology, bid documentation and bid details.
2. You cannot change price or quantity or delivery terms (or any other terms that impact the price) post the bid event.
3. You need to furnish the item rate form within the stipulated time after the bid event.
4. You cannot divulge either your bids or those of other suppliers to any other external party.
5. Technical and other non-commercial queries (not impacting price) can be routed to the respective PNB contact personnel indicated in the RFP.
6. You are advised that you will understand auto bid process to safeguard yourself in case of technical failure. Inability to bid due to telephone line glitch, Internet response issues, software or hardware hangs will not be the responsibility of PNB.
7. You should be prepared with competitive price quotes on the day of the bidding event. Participate in the online bidding event as per the schedule. • Submit the item wise price break up for all the items as per your last bid price in the stipulated time as per the schedule immediately after the online sourcing event. In case of incompleteness of the bid, same may be rejected.
8. NOTE –
  - 1) If the response is received from 2 or more bidders, we may also initiate the process of reverse auction
  - 2) Bank reserves the right to hold RA/or call L-1 bidder for negotiation

We accept the above terms & conditions regarding reverse auction

**Signature & Seal of Bidder / Authorised Representative**

**Date:**

**TECHNICAL COMPLIANCE STATEMENT**

**DECLARATION**

**We hereby undertake and agree to abide by all the terms and conditions stipulated by the Bank as per Annexure -I & II.**

**We also certify that the systems/services /machine offered by us for tender conforms to the specifications stipulated by you as per Annexure-II and there are no deviations whatsoever.**

**(Authorised signatory)**

**List of deviations, if any**

- 1)
- 2)
- 3)
- 4)

**(If left blank it will be construed that there is no deviation from the specifications given above.)**

**Signature & Seal of Bidder / Authorised Representative**

**Date:**

## ANNEXURE V

Date

### LETTER OF UNDERTAKING

I authorize my Banker to give confidential information about my company whenever required by the Bank.

**Signature & Seal of Bidder / Authorised Representative**

**COMMERCIAL BID FOR SUPPLY OF  
SHRINK WRAPPING MACHINE.**

Date:

**(TO BE SUBMITTED IN A SEPARATE ENVELOPE SEALED  
WITH RED LAC SUPERSCRIBED**

**"COMMERCIAL BID FOR SHRINK WRAPPING MACHINE."**

Name of the Company : .....

Model of Machine .....

- 1) Unit price per Machine  
for single Unit : - ( including accessories)  
( Inclusive of expenses towards Supply,  
Installation, Testing & Commissioning of Machine  
**but** Exclusive of all taxes and  
Statutory levies).
  
- 2) AMC COST PER ANNUM  
(Exclusive of All Taxes and  
Statutory levies )
  
- 3) Poly Olefin(POF)- Pouch/Sheet of  
Minimum 25 micron  
Rate PER 1000 pouches/500 metres  
of sheet separately. (Optional as per  
bank ` discretion)

L-1 Criteria : 1 + 2x5 = .....

**Signature & Seal of Bidder / Authorised Representative**

**Note; AMC will be awarded after expiry of warranty period& AMC amount will be released on half yearly advance basis after executing AMC master agreement.**

## ANNEXURE VII

### **Application For Rate Approval of Technically Eligible Vendors For Supply of Shrink Wrapping Machine**

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Name & Address of the Organisation : .....

Year of Establishment : .....

Constitution : .....

Whether registered with the registrar of Companies/Registrar of Firms. If so, Mention no. and date.

Details of Directors / CEOs : ..  
with Telephone / Fax / E mail  
of the Organisation / Directors / CEOs

Work force employed in the organization:

Name(s), Address(es) & Telephone : ..  
Number(s) of contact person(s)

Name & address of Bankers : ..

Details of I.Tax PAN / TAN : ..

VAT No. with Date : ..

Details of Service Tax registration : ..

No. of years of experience in currency  
Handling machine : :

Detailed description & value of largest :  
Contract during last 3 yrs. supported by  
documentary evidence

Specify maximum value of work :  
executed / completed in a year with  
documentary proof

Revenue Earned in currency machine :  
business-

- a. In India
- b. In World

No. of Shrink wrappingMachines sold in  
India/Globally with categories(year-wise/  
Model wise details) : :

Reference of your major customers. :  
A. In India  
B. In World

In case Machines are imported, then  
documentary proof for supply of machines  
from the original manufacturer be also  
submitted. : :

Whether Vendor has All India presence  
(proof be submitted). : :

Country wide network of branches and  
service centres geographically spread over  
the country in all major locations (list of  
service centres to be enclosed with addresses ,  
phone no. and E-mail IDs)

Details of Existing Clients :  
(Name, address, telephone no.  
for feed back purpose

Brief financial particulars of the firm  
for the last 3 years alongwith the  
volume of business handled.

(Amount inRs. Crores i.e. 2006-07,2007-08,2008-09)

- A. Capital
- B. Free Reserves
- C. Sales (Annual Turnover should  
be minimum Rs.1 Crore for the each  
last three Financial Years)
- D. Net worth
- E. Profit before Tax/Loss
- F. Profit after Tax/Loss
- G. Number of Offices owned by the  
Tenderer in the Country  
(The bidding concern must be operational profit earning  
for the last 3 financial years).  
(Please enclose last 3 years IT assessment  
certificate or IT Return Filed)

I verify that all the details furnished above are true and correct to the best of my knowledge and belief. I understand that in case of furnishing of any false information or suppression of any material information, the bid shall be liable for rejection besides initiation of penal proceedings by the Bank, if it deems fit.

#### **Signature & Seal of Bidder / Authorised Representative**

**PS:**

1. Application to be submitted alongwith other documents as specified in the tender documents including technical specification uploaded on the bank's website.
2. Latest Audited Balance sheet to be enclosed.
3. In case of company, the Secretary of the Company/CEO shall execute Power of Attorney in favour of the authorized representative for submission of bid.

## ANNEUXRE VIII

The Asstt. General Manager  
Punjab National Bank  
Transaction Banking Division  
5, Parliament Street  
NEW DELHI

### **Reg : Our bid for supply, installation and maintenance of Shrink Wrapping Machine**

**We submit our Bid document herewith.**

**We understand that:**

- You are not bound to accept the lowest or any bid received by you, and you may reject all or any bid. If our Bid for the above job is accepted, we undertake to enter into and execute at our cost, when called upon by the purchaser to do so, a contract in the prescribed form. Unless and until a formal contract is prepared and executed, this bid together with your written acceptance thereof shall constitute a binding contract between us. If our bid is accepted, we are to be jointly and severally responsible for the due performance of the contract. You may accept or entrust the entire work to one vendor or divide the work to more than one vendor without assigning any reason or giving any explanation whatsoever.
- Vendor means the bidder who is decided and declared so after examination of commercial bids.
- The names of short listed bidders after the completion of first stage (Technical Bid), and the same of successful bidder to whom the contract is finally awarded after the completion of second stage (Commercial Bid), shall be displayed on the Notice Board of the purchaser at Punjab National Bank, Transaction Banking Division, 4<sup>th</sup> Floor, HO : 5 Parliament Street, New Delhi.

**Dated at.....this.....day of.....2009**

**Signature & Seal of Bidder / Authorised Representative**

## **ANNEUXRE IX**

The Asstt. General Manager  
Transaction Banking Division  
5, Parliament Street  
NEW DELHI

### **Reg : Undertaking of Authenticity for Shrink Wrapping Machine**

### **Ref : Our bid for supply, installation and maintenance of Shrink wrapping Machine**

With reference to the Shrink wrappingMachine being quoted by you vide tender cited above.

We hereby undertake that all the components/parts/assembly/software used in the Shrink wrappingMachine shall be original new components/parts/assembly/software only, from respective OEMs of the products and that no refurbished/duplicate/second hand components/parts/assembly/software are being used or shall be used.

In case of default and we are unable to comply with above at the time of delivery or during installation for the above machine already billed, we agree to take back the supplied machines without demur, if already supplied and return the money if any paid to us by you in this regard. We also take full responsibility of both Parts & Service as per service level agreement(SLA) as per the content even if there is any defect by our authorized Service Centre.

**Dated at.....this.....day of.....2009**

**Signature & Seal of Bidder / Authorised Representative**

**ANNEXURE X**

**TENDER DOCUMENT FOR SUPPLY OF  
SHRINK WRAPPINGMACHINES**

**Last Date & Time for submission of Tender : 25.01.2010 upto 2PM  
Document in the Tender Box**

**Last date for raising queries for clarification : 11.01.2010**

**Tentative date for providing clarifications by  
Bank on queries raised by proposed bidder : 18.01.2010**

**Date for opening of Technical Bid : 25.01.2010 at 3 PM**

**Date for opening of Commercial Bid** : The date & time for opening of Commercial Bid will be intimated to the eligible firms after opening and scrutiny of the technical Bid.

**Any document submitted without the bidders information as per format will not be entertained.**

**Bank reserves the right to accept/reject any tender without assigning any reason.**

**ANNEXURE XI****SERVICE SUPPORT DETAILS**

| S.No. | City | Location; Address& Tel.no/Fax no. | Mobile no. of key persons | Status of office working days and hours. | No. of maintenance Engineers | No. of maintenance staff | Volume of minimum Spare & standby machine available |
|-------|------|-----------------------------------|---------------------------|--|------------------------------|--------------------------|---|
|       |      |                                   |                           |  |                              |                          |   |
|       |      |                                   |                           |  |                              |                          |   |
|       |      |                                   |                           |  |                              |                          |   |
|       |      |                                   |                           |  |                              |                          |   |
|       |      |                                   |                           |  |                              |                          |   |
|       |      |                                   |                           |  |                              |                          |   |
|       |      |                                   |                           |  |                              |                          |   |
|       |      |                                   |                           |  |                              |                          |   |

**Signature & Seal of Bidder / Authorised Representative****Date:**

**ANNEXURE XII****PROFORMA FOR PERFORMANCE STATEMENT**

| Order placed by ( Full address of purchaser) with location | Order no. & date | Description and quantity of ordered equipment | Value of order | Date of installation | Reason/Remarks for late delivery | Performance report ( attach latest certificate from customers)giving details as per col. |
|--|------------------|---|----------------|----------------------|----------------------------------|--|
| 1  | 2                | 3   | 4              | 5                    | 6                                | 7  |
|  |                  |   |                |                      |                                  |  |
|  |                  |   |                |                      |                                  |  |
|  |                  |   |                |                      |                                  |  |
|  |                  |   |                |                      |                                  |  |
|  |                  |   |                |                      |                                  |  |
|  |                  |   |                |                      |                                  |  |
|  |                  |   |                |                      |                                  |  |
|  |                  |   |                |                      |                                  |  |

**Signature & Seal of Bidder / Authorised Representative**  
**Date:**

**ANNEXURE XIII**

| <b>S.No.</b> | <b>Circle Name</b> | <b>Name of Currency Chest</b> |
|--------------|--------------------|-------------------------------|
| 1            | Agra               | Agra, Surya Nagar             |
| 2            | Agra               | Agra, Belanganj               |
| 3            | Agra               | Chowki Bagh Bahadur Mathura   |
| 4            | Agra               | Mainpuri                      |
| 5            | Agra               | Vijay Nagar, Agra             |
| 6            | Ahmedabad          | Jubilee Chowk, Rajkot         |
| 7            | Ahmedabad          | Maskati Mkt, Ahmedabad        |
| 8            | Ahmedabad          | Surat Main                    |
| 9            | Amritsar           | Amritsar Hall Bzr             |
| 10           | Amritsar           | Amritsar Kt.Jaimal Singh      |
| 11           | Amritsar           | Batala Simble Chowk           |
| 12           | Amritsar           | Gurdaspur                     |
| 13           | Amritsar           | Pathankot Mohan Market        |
| 14           | Amritsar           | Rayya                         |
| 15           | Arrah              | Arrah, GC House, MP Rd        |
| 16           | Arrah              | Sasaram, Rohtas               |
| 17           | Bangalore          | Indira Nagar, Bangalore       |
| 18           | Bareilly           | Badaun, Civil Lines           |
| 19           | Bareilly           | Civil Lines, Bareilly         |
| 20           | Bharatpur          | Deeg                          |
| 21           | Bharatpur          | Dholpur                       |
| 22           | Bharatpur          | Manu Marg Alwar               |
| 23           | Bharatpur          | Nadbai                        |
| 24           | Bharatpur          | Rajinder Nagar Bharatpur      |
| 25           | Bhatinda           | Bhatinda Bank Street          |
| 26           | Bhatinda           | Malout                        |
| 27           | Bhatinda           | Parishad Bldg.Ferozepur       |
| 28           | Bhatinda           | Patiala Gate Sangrur          |
| 29           | Bhatinda           | Sadar Bazar Malerkotla        |
| 30           | Bhopal             | Astha                         |
| 31           | Bhopal             | Datia, Gandhi Road            |
| 32           | Bhopal             | Hoshangabad                   |
| 33           | Bhopal             | Lashkar, Naya Bazar           |
| 34           | Bhopal             | New Market Bhopal             |
| 35           | Bhopal             | SSL Jain Vidisha              |
| 36           | Bhubneshwar        | Bhubneshwar St.Square         |
| 37           | Bhubneshwar        | Chaudhary BZ.Cuttack          |
| 38           | Bhubneshwar        | Jharsuguda                    |
| 39           | Biharsharif        | Biharsharif                   |
| 40           | Bulandshahr        | C.L. Bulandshahr              |
| 41           | Bulandshahr        | Railway Road, Aligarh         |

|    |             |                             |
|----|-------------|-----------------------------|
| 42 | Bulandshahr | Yamuna Puram                |
| 43 | Burdwan     | Chinsurah                   |
| 44 | Burdwan     | Durgapur, Burdwan WB        |
| 45 | Burdwan     | Nehru Nagar Siliguri        |
| 46 | Calicut     | Calicut                     |
| 47 | Calicut     | MG Road Ravipuram Ernakulam |
| 48 | Chandigarh  | Ambala Cantt.               |
| 49 | Chandigarh  | Jagadhri Khera Bazar        |
| 50 | Chandigarh  | Sector 17 B, Bank Sq.       |
| 51 | Chennai     | Mint Street Chennai         |
| 52 | Darbhanga   | Bari Bz.Monghyr             |
| 53 | Darbhanga   | M.G.Road, Katihar           |
| 54 | Darbhanga   | Tower Chowk Darbhanga       |
| 55 | Dehradun    | New Tehri                   |
| 56 | Dehradun    | Palton Bazar, Dehradun      |
| 57 | Dehradun    | Rishikesh                   |
| 58 | Delhi       | 5,Sansad Marg,N.Delhi       |
| 59 | Delhi       | 8, Underhill Road, Delhi    |
| 60 | Delhi       | Bhikaji Cama Place          |
| 61 | Delhi       | New Rajinder Nagar          |
| 62 | Dharamshala | Chhatroli                   |
| 63 | Dharamshala | Nagrota Baghwan             |
| 64 | Gaya        | Aurangabad                  |
| 65 | Gaya        | Aroha                       |
| 66 | Gaya        | Tekri Road Gaya             |
| 67 | Gorakhpur   | Balrampur                   |
| 68 | Gorakhpur   | Basti Gandhi Nagar          |
| 69 | Gorakhpur   | Gorakhpur Deoria            |
| 70 | Gorakhpur   | Ind. Area Gorakhpur         |
| 71 | Gorakhpur   | Padrauna, Distt. Deoria     |
| 72 | Gorakhpur   | Urdu Bz., Gorakhpur         |
| 73 | Guwahati    | Tinsukia                    |
| 74 | Guwahati    | Zoo Road, Guwahati          |
| 75 | Hamirpur    | Hamirpur                    |
| 76 | Hamirpur    | Una                         |
| 77 | Haridwar    | B T Ganj, Roorkee           |
| 78 | Haridwar    | BHEL                        |
| 79 | Hissar      | Bhiwani                     |
| 80 | Hissar      | Mandi Dabwali               |
| 81 | Hissar      | Model Town Hissar           |
| 82 | Hissar      | Jind                        |
| 83 | Hissar      | Sirsa Road Hissar NBI       |
| 84 | Hoshiarpur  | Jal. Road, Hoshiarpur       |
| 85 | Hyderabad   | Govemorpet Vijaywada        |
| 86 | Hyderabad   | Sanath Nagar Hyderabad      |

|     |           |                           |
|-----|-----------|---------------------------|
| 87  | Indore    | Ashok Nagar, Distt.Guna   |
| 88  | Indore    | Khandwa                   |
| 89  | Indore    | Mandsaur                  |
| 90  | Indore    | Manorama Ganj Indore      |
| 91  | Indore    | Subhash Nagar,Ujjain      |
| 92  | Jabalpur  | Jawaharganj, Jabalpur     |
| 93  | Jabalpur  | Rewa, Vekat Road          |
| 94  | Jabalpur  | Sagar                     |
| 95  | Jaipur    | Jaipur Nehru Place        |
| 96  | Jaipur    | Kota Inds.Estate Aerodr   |
| 97  | Jaipur    | Sikar Kotwali Road        |
| 98  | Jalandhar | Civil Lines Jalandhar     |
| 99  | Jalandhar | Kapurthala                |
| 100 | Jalandhar | Nakodar                   |
| 101 | Jalandhar | Phagwara G.T.Road         |
| 102 | Jalandhar | Old Railway Rd.Jalandhar  |
| 103 | JAMMU     | Anantnag                  |
| 104 | JAMMU     | Badami Bagh, Sri nagar    |
| 105 | JAMMU     | Jammu Gandhi Nagar        |
| 106 | JAMMU     | Jammu Tawi, Shalimar Road |
| 107 | Jhansi    | Lalitpur*                 |
| 108 | Jhansi    | Manik Chowk Jhansi City   |
| 109 | Jodhpur   | Ajmer Kachari Road        |
| 110 | Jodhpur   | Chopsani Road, Jodhpur    |
| 111 | Jodhpur   | Sanganerigate Bhilwara    |
| 112 | Jodhpur   | Udaipur                   |
| 113 | Kanpur    | Govind Nagar, Kanpur      |
| 114 | Kanpur    | Jawaharnagar Unnao        |
| 115 | Kanpur    | Pandu Nagar, Kanpur       |
| 116 | Kamal     | Prem Nagar Kamal          |
| 117 | Kamal     | G.T. Road, Panipat        |
| 118 | Kamal     | Ratgal                    |
| 119 | Kamal     | Sonepat                   |
| 120 | Kashipur  | Haldwani                  |
| 121 | Kolkata   | Braboume Road             |
| 122 | Kolkata   | Howrah,Shibpur            |
| 123 | Kolkata   | Tollygunj                 |
| 124 | Lucknow   | C.L. Faizabad             |
| 125 | Lucknow   | Faizabad Chowk Bajaja     |
| 126 | Lucknow   | Gonda                     |
| 127 | Lucknow   | Hazrat Ganj, Lucknow      |
| 128 | Lucknow   | Raibareilly               |
| 129 | Lucknow   | Subhash Marg, Lucknow     |
| 130 | Ludhiana  | Chaura Bzr. Ludhiana      |
| 131 | Ludhiana  | Indl.Area Ludhiana        |

|     |              |                          |
|-----|--------------|--------------------------|
| 132 | Ludhiana     | Khanna G.T.Road          |
| 133 | Ludhiana     | Mata Rani Rd.Ludhiana    |
| 134 | Ludhiana     | Model Town Patiala       |
| 135 | Ludhiana     | Moga Pratap Road         |
| 136 | Ludhiana     | Rajpura                  |
| 137 | Ludhiana     | Ropar                    |
| 138 | Ludhiana     | Sirhind                  |
| 139 | Mandi        | Kullu Sultan pur         |
| 140 | Mandi        | Ner Chowk, Mandi         |
| 141 | Meerut       | Ambedkar Marg, Ghaziabad |
| 142 | Meerut       | E K Road, Saket, Meerut  |
| 143 | Meerut       | Ghaziabad, Navyug Market |
| 144 | Meerut       | Hapur                    |
| 145 | Meerut       | Jagriti Vihar Meerut     |
| 146 | Meerut       | Modi Nagar               |
| 147 | Midnapore    | Kharagpur,Malachna Rd.   |
| 148 | Midnapore    | Macheda                  |
| 149 | Moradabad    | Civil Lines, Moradabad   |
| 150 | Moradabad    | Kotdwar Najibabad        |
| 151 | Mumbai       | NCK Road, Dadar, Mumbai  |
| 152 | Mumbai       | Thane West Mumbai        |
| 153 | Mumbai       | Worli Sea Mumbai         |
| 154 | Muzaffamagar | Civil Lines, Saharanpur  |
| 155 | Muzaffamagar | New Mandi, Muzaffarnagar |
| 156 | Muzaffamagar | Shamli                   |
| 157 | Muzaffarpur  | Chhapra Nathwa Market    |
| 158 | Muzaffarpur  | Motihari                 |
| 159 | Muzaffarpur  | Muzaffarpur J.L.Road     |
| 160 | Muzaffarpur  | Siwan                    |
| 161 | Nagpur       | Kingsway, Nagpur         |
| 162 | Patna        | Danapur Cantt.           |
| 163 | Patna        | Exhibition Road Patna    |
| 164 | Patna        | Gandhi Nagar Patna       |
| 165 | Patna        | Morcha Road Patna        |
| 166 | Pune         | M G Road, Pune           |
| 167 | Raipur       | Bhilai, Civil Centres    |
| 168 | Raipur       | Korba'                   |
| 169 | Raipur       | Naila, Distt. Bilaspur   |
| 170 | Raipur       | St.Road, Raipur          |
| 171 | Ranchi       | Bokaro Steel City        |
| 172 | Ranchi       | Daltonganj, Ranchi       |
| 173 | Ranchi       | Dhanbad Katras Road      |

|     |               |                            |
|-----|---------------|----------------------------|
| 174 | Ranchi        | Ramgarh Cantt              |
| 175 | Ranchi        | Ranchi S.N.Ganguli Road    |
| 176 | Ranchi        | Sakchi Jamshedpur          |
| 177 | Rohtak        | Civil Lines Rohtak         |
| 178 | Rohtak        | Moti Chowk Riwari          |
| 179 | Rohtak        | NIT Faridabad              |
| 180 | Rohtak        | Sukhrali                   |
| 181 | Shimla        | Kumarsain                  |
| 182 | Shimla        | Parwanoo                   |
| 183 | Shimla        | Peo Distt.Kinaur           |
| 184 | Shimla        | Solan                      |
| 185 | Sriganganarar | Meera Chowk, Sriganganagar |
| 186 | Sriganganarar | Rani Bazar Bikaner         |
| 187 | Trichy        | Gandhipuram Coimbtore      |
| 188 | Trichy        | Tiruchirapalli Ind. Area   |
| 189 | Varanasi      | Azamgarh                   |
| 190 | Varanasi      | Bisheshwar Ganj, Varanasi  |
| 191 | Varanasi      | Kyadganj Allahabad,        |
| 192 | Varanasi      | Maunath Bhanjan            |